

St. Andrew's Council Meeting
Held by *Zoom*, North Bay, ON
Tuesday September 21st, 2021 at 6:30 p.m.

Welcome and Opening (6:35 p.m.)	Pat Kirton-Bailey opened our <i>Zoom</i> meeting and welcomed everyone.
Attendance	Stuart Bailey, Elizabeth Brownlee, Cathy Coleman, Marg Fleming, Karen Gooch (Secretary), Samantha Gravel (Treasurer), Pat Kirton-Bailey (Chair), Rev. Lillian Roberts (Interim Minister), Derek Stott, Natalie Wilson (10)
Regrets	Kimberly Robinson
Worship	Lillian Roberts opened with a brief worship. She offered a reflection on building respectful congregations. Many congregations struggle with the difficult task of learning how to treat each other. This is intentional work that involves learning how to respect differences. There is a façade that church people are “nice people”. We need to work to get past this and be honest in our interactions despite our differences. There is always tension in relationships. Ambivalence about motives, differing styles and competition for resources lead to toxic and immature behavior. In the end, people will leave if they did feel bound to the community. As we move forward, we must strive be respectful as we love one another. Lillian ended by lighting a candle and then the Council Touchstones were displayed and read.
Agenda	<p>Motion 080/21 Elizabeth Brownlee/ Derek Stott moved that the agenda be accepted with the following items added to Business Arising: farewell for Tracy Davis, revision of Touchstones. Carried</p>
Minutes of Previous Meeting	<p>Motion 081/21 Elizabeth Brownlee/ Natalie Wilson moved that the minutes from the June 22nd, 2021 Council meeting be accepted as circulated. Carried</p> <p>Motion 082/21 Karen Gooch/ Marg Fleming moved that the minutes from the August 17th, 2021 Council meeting be accepted as circulated. Carried</p>
Correspondence	<ul style="list-style-type: none"> • An email dated September 14th, 2021 was received from Beth Ward offering her resignation as Vice Chair of Council effective immediately. Karen Gooch read her resignation letter to Council. Motion 083/21 Marg Fleming/ Elizabeth Brownlee moved that Council accept the resignation of Beth Ward as Vice Chair of Council with regret and thanks. Carried <u>Action</u>: Elizabeth Brownlee will send a card to Beth to thank her for her Council work over the past few years. • An email was received from Bruce Downey offering his resignation as Co-chair of the Belfry Fundraising Committee, effective immediately.

Motion 084/21

Samantha Gravel/ Stuart Bailey moved that Council accept the resignation of Bruce Downey as Co-chair of the Belfry Fundraising Committee with regret and thanks. **Carried**

Action: Pat Kirton-Bailey will offer a reply on behalf of Council to thank Bruce for his work on the Belfry Project.

- As we look for options to simplify the tracking of building keys, pricing was requested from Jim's Locksmithing for a key FOB system. The system would allow more controlled access to the building and the price was \$4, 924.73. The information was received for information. At this time, the cost is prohibitive.

Business Arising

Security Cameras We are still looking for someone how would be willing to volunteer to install the wiring required for the camera system.

Privacy **Appendix I**

A proposed Privacy Policy from Stuart Bailey, our Privacy Officer was circulated by email to Council members ahead of this meeting for review.

Motion 085/21

Stuart Bailey/ Elizabeth Brownlee moved that the Privacy Policy (Appendix I) be approved as circulated and that the policy will be reviewed in one year. **Carried**

Belfry Update Lillian Roberts informed us that the brickwork repair of what remains of the belfry tower has been completed. Reid Milne has informed Lillian that the cost will be \$6,000 to \$7,000, which is much less than the \$20,000 that was originally quoted. There is still some clean-up of the site to be done, including getting rid of the snow fence.

Action: An outdoor cleanup day is planned for Saturday October 2nd, 2021 from 9:00 a.m. to noon.

Retreat A half-day Council retreat is being planned for the fall. The possible dates are Sunday October 17th (afternoon), Saturday October 23rd (morning or afternoon) or Sunday October 24th (afternoon)

Action: Natalie Wilson will set up a *Doodle Poll* to determine the best date for the retreat. Karen Gooch will let everyone know what the results of the poll are.

Touchstones After a brief discussion, it was decided by consensus Touchstone #3 should be changed to *Be a Respectful Listener*, as this feels to better reflect the tone of the rest of the Touchstones.

Farewell We have not yet arranged a farewell for Tracy Davis. It was suggested that she be invited to speak at an upcoming worship service about her new position as Spiritual Care and Wellness Coordinator at Cassellholme. As part of the worship, we will offer a commissioning and present her with a gift in recognition of her many years of service to St. Andrew's.

Action: Lillian Roberts will invite Tracy Davis to speak at the worship service on Sunday October 24th, 2021.

Motion 086/21

Cathy Coleman/ Elizabeth Brownlee moved that Tracy Davis be presented with flowers and a \$100 gift card at the worship service on October 24th. **Carried**

Action: Pat Kirton Bailey will make arrangement for Tracy Davis' gift.

New Business

Financial Report **Appendix II**

We discussed the following financial information:

- Current Finances – Samantha Gravel presented a financial statement dated August 31st, 2021. The current operating deficit for 2021 is 19,901.13. Including the debt from the end of 2020 the total deficit is \$59,036.13. Samantha outlined some of the significant items from the statement:
 - Although, we showed a surplus for the month of August, this is not a true picture since this includes the one-time \$16,000 grant that we received from the Canadian Shield Regional Council. As well, our salary costs were -\$1,423.63. This is due to the fact that we received a refund because of a payroll error in July. The other thing to remember is that we were not paying a minister during the summer months so payroll costs will be higher in the coming months.
 - Our offerings for the month of August were \$7,381 and of that \$6,500 came from PAR donations. There have been several more PAR cancellations since the end of August.
 - Lillian Roberts noted that we need to be more transparent with our statements as several significant items are not reflected. Our \$60,000 pandemic loan is not shown. (\$20,000 of this is forgivable if we pay the loan by December 2022). So far, we have not been able to put aside money each month towards this loan payment as we had planned. The statement also does not reflect the grant money that we have received for the *Loaves & Fishes*. It is important to acknowledge this money from the McIsaac Foundation.
- GIC Redemption – At the May 18th, 2021 Council meeting, Council voted to redeem the \$25,000 GIC from the Manse Fund that matured on August 8th, 2021 in order to pay for the brickwork repair that is part of the Belfry Project. Unfortunately, it was discovered that this GIC (1 of 5) is being used as collateral for our Line of credit with RBC and cannot be easily redeemed. It was decided that we should redeem the GIC with the lowest interest rate (\$25,000 @ 0.9%).

Motion 087/21

Samantha Gravel/ Karen Gooch moved that, given that redeeming the Manse Fund GIC which matured on August 8th, 2021 (as approved in May 2021) would require reconfiguring the Manse Fund, St. Andrew's will cash in the \$25,000 GIC with the lowest interest rate (0.9%) which matures on August 4th, 2025. **Carried**

- Stewardship – We will run a stewardship campaign during October to encourage people to consider ways to support the congregation by sharing their time and their money. A letter will be sent to those on our mailing list before Thanksgiving which will include a financial update and a special donation envelope. Those who have made donations this year will receive a statement to indicate how much they have given up to the end of September. Rev. Melody Duncanson-Hales, Minister for Congregational Support, Youth and Stewardship and Mission from the Canadian Shield Regional Council will speak about stewardship on Sunday October 31st.

- Notice of Resignation – Samantha informed Council that in the near future she will be offering her formal resignation as Treasurer as of December 31st, 2021.

McIsaac Foundation Grant We briefly discussed the grant application for the McIsaac Foundation, which provides us with significant support for the *Loaves & Fishes* each year. It was unclear who has normally handled this in the past and this speaks to a need to ensure our processes recorded properly for future reference. Jane Howe and Tracy Davis have filled out this application in the past. Lillian Roberts did it this year.

Council We discussed several items related to Council membership:

- Property Committee Chair – Reid Milne was approached and has agreed to be the Chair of the Property Committee.

Motion 088/21

Derek Stott/ Elizabeth Brownlee moved that St. Andrew's Council appoint Reid Milne as Chair of the Property Committee effective immediately. **Carried**

- Acting Executive Member – With the resignation of the Vice Chair of Council, there are now only 4 members of the Executive. It was agreed that we should appoint an acting member of the Executive temporarily and Derek Stott agreed to take on that role.

Motion 089/21

Elizabeth Brownlee/ Cathy Coleman moved that St. Andrew's Council appoint Derek Stott as an acting member of the Council Executive until a replacement Vice Chair has been found, effective immediately. **Carried**

- Nominations – Several people have been approached about forming a Nominations Committee. This is necessary to ensure a smooth transition when we required to fill Council positions.

Alarm System We are required to do a monthly check of the fire alarm system and it is currently being done by our Office Administrator. However, this is beyond her job description and is time consuming for her. If we are not able to find a volunteer who will train to do this, Council will have to consider paying the company that handles the major yearly checks, at an additional cost of \$50 per month.

Action: Elizabeth Brownlee offered to approach someone who may volunteer to do the inspection.

Motion 090/21

Elizabeth Brownlee/ Cathy Coleman moved that St. Andrew's Council approve the hiring of a contractor at \$50 per month to perform the monthly inspection of the fire alarm system pending a response from a potential volunteer. **Carried**

COVID19 Protocols Since we now have several outside groups using our building, it is important that we are clear about how COVID-19 protocols are to be enforced. Advice from the United Church is that non-church groups are required to ensure their members are following the rules.

Motion 091/21

Derek Stott/ Elizabeth Brownlee moved that St. Andrew's rental be amended to include a waiver stating that non-church groups are responsible for the enforcement of any COVID-19 protocols that are in place from the Government or the North Bay

Parry Sound District Health Unit. This would include checking for vaccine passports if required under provincial rules. **Carried**

- Transition Team Lillian Roberts offered a brief update of the Transition Team's work:
- The Transition Team has been working to gather feedback from members of the congregation as we move through our transition period. An online survey about our mission and Affirming status generated 21 responses. Another survey about connection and re-engagement will be available this week.
 - The Team has also been working on the congregational online event planned for September 30th, 2021. The purpose will be to explore what we have lost as a community in the last year and how we can move forward.

Committee Reports **Appendix III**

The following committees offered reports:

- M&P Committee – The M&P Committee has been considering some ideas for the future including a wish list for the custodian team. They are also looking at the employee evaluation process as the end of the 6-month probation period of our Office Administrator approaches. For a full written report see Appendix II.
- Worship & CD – The written report for the Worship & CD Team (Appendix II) outlines the plans for worship over the next couple of months.

Other Business

Technology Grant Derek Stott has been investigating what would be required to update the setup of our internet hardware in order to facilitate the live-streaming of worship services. Currently, there is no access to reliable internet service in the sanctuary. Derek has offered to see if we are eligible to apply for a United Church technology grant to help purchase any equipment that may be needed.

Motion 092/21

Derek Stott/ Stuart Bailey moved that St. Andrew's Council approve the application for a United Church technology grant. **Carried**

Adjournment

Elizabeth Brownlee offered a prayer and the meeting adjourned at 9:06 p.m.

Next Executive Meeting Tuesday October 12th, 2021 at 6:30 p.m. *Zoom*

Next Council Meeting Tuesday October 19th, 2021 at 6:30 p.m. *Zoom*

Chairperson, Pat Kirton-Bailey

Secretary, Karen Gooch

St. Andrew's United Church, North Bay, ON.

Personal Information Privacy Policy

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General:

At St. Andrew's United Church, North Bay, ON., a community of faith of The United Church of Canada within the Canadian Shield Regional Council, we understand that personal privacy is a critical issue for our members, adherents, donors, and employees. This privacy policy outlines our principles and procedures regarding the confidentiality and security of personal information given to us by members, donors, and employees.

This privacy policy outlines the principles this community of faith applies when protecting the personal privacy of members, donors and employees. We believe that ensuring the accuracy, confidentiality, and security of the personal information we hold is both a legal and ethical obligation.

Scope:

This policy applies to St. Andrew's United Church, North Bay, ON., a community of faith of The United Church of Canada. It outlines the principles and commitments we make to our members, adherents, donors, and employees, to protect their personal information.

Definitions:

St. Andrew's United Church, North Bay, ON is a community of faith within The United Church of Canada.

"Collection" is the act of gathering, acquiring, or obtaining personal information from any source, by any means.

"Consent" involves voluntary agreement with what is being done or proposed. Consent may be expressed in writing, or verbally, or tacitly. Implied consent exists when the church can reasonably infer consent based upon the action of the member, adherent, donor or employee.

"Member" and "Adherent" (for the purposes of this policy) means anyone who makes use of the services, programs and activities of St. Andrew's United Church.

"Donor" means anyone who contributes financial resources to the work of St, Andrew's United Church.

"Employee" means anyone who contributes their time and talent to the work of St. Andrew's United Church, whether on a paid or voluntary basis. This definition includes a volunteer solely for purposes of this policy and the *Personal Information and Electronic Documents Act* (PIPEDA) and is not applicable to the definition of employee under any other statute or law or common law or for any other purpose.

"Disclosure" is the act of making personal information available to others.

"Use" is the treatment and handling of personal information by and within St. Andrew's United Church.

"Personal Information" includes any factual or subjective information, recorded or not, which can lead directly or indirectly to identification of an individual.

Personal information does not include the name, title, business address or business telephone number or business email, of an employee of an organization.

"Third-Party" is an individual or organization other than "[Enter Church Name]" United Church, and its members, adherents, donors, and employees.

Section 1: The Accountability of St. Andrew's United Church

- 1.0 St. Andrew's United Church is accountable for the protection of the private information of members, adherents, donors, and employees.
- 1.1 The overall responsibility of the protection of personal information, and compliance with this Privacy Policy rests with the St. Andrew's United Church Privacy Officer.
- 1.2 This United Church community of faith is committed to ensuring that appropriate security measures are used in the transfer of sensitive private information. When using email or wireless communication, we advise members, adherents, donors and employees that complete confidentiality and security are not assured.
- 1.3 St. Andrew's United Church is not accountable for any damages suffered when a member, adherent, donor or employee transmits personal information through email or wireless communication, or when St. Andrew's United Church transmits such information at the request of the member, adherent, donor or employee.
- 1.4 St. Andrew's United Church has developed policies and procedures to: protect personal information; receive and respond to complaints and inquiries; train staff regarding the policies and procedures; communicate the policies and procedures to our members, adherents, donors and employees.

Section 2: Identifying the Purposes of Personal Information

- 2.0 "St. Andrew's" United Church will communicate the purposes for which information is being collected, either orally or in writing.
- 2.1 St. Andrew's United Church collects member personal information for the following reasons only:
 - To provide information for church programs and services
 - To maintain donor records and issue charitable tax receipts
 - To maintain adequate stewardship or care for our human and financial resources
 - To provide services that will meet the spiritual, educational, and human needs of our members, adherents, donors, and employees
 - To adequately promote the mission and outreach services of both our community of faith and the larger United Church
 - To verify the identity of a member, adherent, donor, or employee
 - To provide for the transfer of appropriate records to our Regional Archives for archival and research purposes

Section 3: Consent from Members, Adherents, Donors, and Employees

- 3.0 St. Andrew's United Church will obtain consent from members, adherents, donors, and employees for the collection, use, or disclosure of any personal information except where detailed in this Privacy Policy. We will make reasonable efforts to ensure that members, adherents, donors, and employees will understand how their personal information will be used and disclosed.

- 3.1 The consent of a member, adherent, donor or employee can be written, spoken, or implied. A member can withdraw consent at any time, but such withdrawal may also inconvenience the member, adherent, donor, or employee (i.e. charitable tax receipts, or employee pension or earnings statements). If such information is required by law, the community of faith may decline to deal with a member, adherent, donor, or employee who has withdrawn their consent to the required information.
- 3.2 St. Andrew's United Church may collect, use, or disclose personal information without the member, adherent, donor or employee's knowledge or consent in the following exceptional circumstances:
- When such collection, use or disclosure is permitted or required by law
 - When using such information is required in an emergency that threatens an individual's life, health, or personal security
 - When certain information is publicly available
 - When we require legal advice from a lawyer
 - When we need to collect a debt from a member, adherent, donor, or employee
 - When we need to deal with an anticipated breach of law
- 3.3 Consent may be given orally, in writing, or electronically. For example, depending on the sensitivity of the information, consent can be expressed over the telephone, although this is only for the most minimally sensitive level of personal information. In other cases, where a form is needed to be filled in, one might consent by means of a check-off box. In some cases, donors may wish to fill in an electronic form indicating consent. It may also be that members, adherents, or donors are asked for permission to have their home addresses or phone numbers on a list of members or participants in a program.

Section 4: Limits for Collecting Personal Information

- 4.0 St. Andrew's United Church will collect personal information only for the purposes identified. We will use methods that are lawful, and will not collect information indiscriminately.

Section 5: Limits for Using, Disclosing and Keeping Personal Information

- 5.0 Personal information will be used or disclosed only for the purposes for which it was collected. If such information is to be used for additional purposes, we will seek new consent to do so.
- 5.1 St. Andrew's United Church will not sell membership, adherent, or donor lists to Third-Parties.
- 5.2 St. Andrew's United Church may occasionally use membership, adherent, or donor lists to conduct surveys in order to provide better programs and services, or to do research for future planning.

- 5.3 St. Andrew's United Church may send membership, adherent, and donor lists to other offices of the United Church in order that they may provide information for *Broadview Magazine* subscriptions, or in order that our General Council or Regional offices may send out information on issues of stewardship, outreach, and other concerns of our larger church.
- 5.4 St. Andrew's United Church will transfer records to the Regional Archives in order that the long-term legal and business purposes of the church, and its archival and research purposes can be continued with appropriate care. The majority of personal information is not preserved at the Archives, but some records are archival in their nature and will be preserved.

Section 6: Accuracy

- 6.0 St. Andrew's United Church will make reasonable efforts to ensure that any personal information collected is accurate, complete, and current. In most cases, it will rely on the members, adherents, donors and employees to keep certain information current, complete, and accurate.
- 6.1 Members, adherents, donors, and employees may request amendments to the records at St. Andrew's United Church, in order to ensure the accuracy and completeness of their personal information. If the amendment request pertains to information that remains in dispute, the community of faith will note the person's opinion in the file.

Section 7: Safeguarding Personal Information

- 7.0 St. Andrew's United Church is committed to the safeguarding of the personal information of members, adherents, donors, and employees in order to prevent its loss, theft, unauthorized access, disclosure, duplication, use, or modification.
- 7.1 Depending on the sensitivity of the personal information, St. Andrew's United Church may employ appropriate security measures to protect the information. The measures may include, for example, the physical security of offices, locked filing cabinets, and electronic security measures such as computer passwords and security software.
- 7.2 St. Andrew's United Church will use appropriate security measures when disposing of personal information, computers no longer in use, and other storage devices. This will, for example, involve the shredding of paper records containing personal information, and the reformatting of computers and storage systems no longer in use.

Section 8: Availability of Policies and Procedures

- 8.0 St. Andrew's United Church is open about the policies and procedures it uses to protect the personal information of members, adherents, donors and employees. Information about these policies and procedures will be made available in written format in plain language. However, to ensure the integrity of our security procedures, we may refuse to publicly disclose certain information.

8.1 St. Andrew's United Church will make the following information available:

- The name, title, and address of the Privacy Officer who can respond to requests for information on personal information policies and procedures, and to whom complaints or inquiries can be forwarded;
- A description of the type of personal information held by St. Andrew's United Church, including a general account of its use;
- A copy of any brochures or other information that explain the policies and procedures; and
- An explanation of what personal information is made available to related organizations within the United Church.

Section 9: Providing Access to Personal Information

- 9.0 Members, adherents, donors, and employees have a right to have access to their personal information held by St. Andrew's United Church. Upon request, the church will, within a reasonable time period, tell the member, adherent, donor, or employee what personal information it has, what it is being used for, and to whom it has been disclosed if applicable and within the time period for which records are available.
- 9.1 Members, adherents, donors, or employees may be asked to be specific about the information they would like to have access to, and to submit their request in writing to the Privacy Officer of the community of faith.
- 9.2 Members, adherents, and donors will be required to provide personal information to identify themselves to enable "[Enter Church Name]" United Church to provide an account of the existence, use, and disclosure of personal information.
- 9.3 St. Andrew's United Church will make the information available within 30 days, or provide written notice of extension where additional time is required to fulfill the request. The notice of extension note will advise of the new time limit, the reasons for extending the time, and of the right of the member, adherent, donor, or employee to make a complaint to the ON. Privacy Commissioner regarding the extension.
- 9.4 The information will be made available at a reasonable cost that will vary with the type and amount of information requested. If the information is extensive, the community of faith will inform the member of the cost, and request further direction from the individual as to whether or not the Community of faith should proceed with the request.
- 9.5 If a request for information is refused, the community of faith will notify the individual in writing, documenting the reasons for refusal and resources for redress available to the member, adherent, donor or employee. These reasons may include that it is unreasonably costly to provide; that the information could threaten the security of another individual; that it was information generated in a formal dispute resolution process; that the information contains references to other individuals; that the information cannot be disclosed for legal or security reasons; or that it is information that is subject to solicitor-client or litigation privilege.
- 9.6 If the information is demonstrated to be inaccurate or incomplete, St. Andrew's United Church will amend the information as required.

Section 10: Compliance and Complaints

10.0 Members, adherents, donors or employees are to direct any complaints, concerns, or questions regarding this privacy policy in writing to the Privacy Officer of St. Andrew's United Church. If the Privacy Officer is unable to address the individual's concerns, the issue can be referred to an appeal committee made up of the Chair of the governing body, the Chair of the Ministry and Personnel Committee, and one of the ministry personnel in the community of faith. If any of the individuals in these positions are in conflict regarding the individual making the complaint, they should be excused from participation in the appeal committee and a substitute should be appointed by the governing body. It may be that a wise member from another community of faith can be brought in to help with the deliberations. If this appeal process does not resolve the matter, the complainant is always able to write to the Provincial Privacy Commissioner's office.

Additional Section 11: Revisions to this Policy

11.0 The development of the St. Andrew's United Church's policies and procedures for the protection of personal information is an ongoing process. Due to changes in technology and legal requirements, the Church may revise this policy from time to time. For a copy of the current version please contact: Office Administrator, St. Andrew's United Church.

Contact Information:

Stuart Bailey, Privacy Officer,
St. Andrew's United Church,
399 Cassells St.,
North Bay, ON
P1B 4V9

Information and Privacy Commissioner
of Ontario,
2 Bloor Street East, Suite 1400,
Toronto, ON., M4W 1A8
Web site: www.ipc.on.ca/
Phone: 416-326-3333
Toll free: 1-800-387-0073
Email: info@ipc.on.ca

Date Approved: September 21st, 2021

Chair of Governing Body: Patricia Kirton-Bailey

Appendix II

**ST ANDREW'S UNITED CHURCH
INCOME STATEMENT - GENERAL FUND
For the period August 1 to August 31, 2021**

REVENUES	MONTH	CURRENT YTD	BUDGET YTD	PRIOR YTD
Offerings	7,381.00	79,983.44	116,666.64	94,653.18
Offerings - Deficit	0.00	100.00	0.00	1,864.00
Interest - Manse	194.21	1,553.68	0.00	1,553.68
Other Offerings & Income	17,913.00	23,853.45	21,333.28	17,821.97
TOTAL REVENUES	25,488.21	105,490.57	137,999.92	115,892.83
EXPENSES				
Personnel				
Salaries	-1,423.63	61,841.93	53,333.28	58,688.54
Benefits	141.62	7,629.98	6,666.64	11,958.31
Telephone allowance	0.00	635.00	800.00	360.00
Vehicle allowance	100.00	800.00	1,333.28	1,316.66
Books/Educ allowance	0.00	614.15	966.64	0.00
Janitorial services	0.00	0.00	6,800.00	3,766.38
Treasurer / Accountant	350.00	2,800.00	2,800.00	500.00
Honoraria & Other Personnel	1,013.00	2,020.37	1,666.64	1,364.00
Total Personnel	180.99	76,341.43	74,366.48	77,953.89
Property				
Heating fuel	0.00	11,550.87	10,666.64	10,237.96
Utilities	283.38	3,365.82	5,000.00	3,699.26
Maintenance contracts	53.01	1,891.76	2,800.00	1,257.98
Repairs & maintenance	0.00	4,186.87	9,000.00	6,929.80
Supplies re property	0.00	236.46	2,000.00	1,325.32
Special Property Purchases	0.00	0.00	0.00	0.00
Insurance	0.00	7,611.47	10,666.64	8,094.57
Union Cemetery	0.00	0.00	0.00	0.00
Total Property	336.39	28,843.25	40,133.28	31,544.89
Administration				
Telephone/Internet	200.03	1,597.87	1,600.00	1,592.91
Office Supplies	0.00	1,997.65	3,333.28	3,475.98
Equip. Lease, Mtce, Purchase	0.00	1,121.19	2,066.64	1,847.57
Regional Dues	0.00	10,349.00	6,666.64	4,140.00
Total Administration	200.03	15,065.71	13,666.56	11,056.46
Worship				
Advertising	0.00	0.00	133.28	914.38
Other Worship Expenses	0.00	430.80	1,133.28	557.85
Total Worship	0.00	430.80	1,266.56	1,472.23
Christian Development	0.00	0.00	4,853.28	1,538.71
Pastoral Care	0.00	0.00	133.28	0.00
Outreach	0.00	0.00	133.28	0.00
Congregational Life	0.00	0.00	200.00	0.00
Inclusivity Comm	0.00	115.00	400.00	115.00
Broadview	0.00	1,400.00	1,333.28	0.00
Finance, Banking Charges	138.87	795.51	2,866.64	1,283.83
Professional Fees (Review)	0.00	0.00	1,200.00	0.00
Allocation for Capital	300.00	2,400.00	2,400.00	2,400.00
Contingency	0.00	0.00	333.28	0.00
TOTAL EXPENSES	1,156.28	125,391.70	143,285.92	127,365.01
SURPLUS/(DEFICIT)	24,331.93	-19,901.13	-5,286.00	-11,472.18

**ST ANDREW'S UNITED CHURCH
GENERAL FUND
For the period August 1 to August 31, 2021**

	CURRENT YTD	PRIOR YTD
General Fund - January 1	-39,135.00	-28,823.00
Surplus/(Deficit)	-19,901.13	-11,472.18
General Fund - end of period	<u>-59,036.13</u>	<u>-40,295.18</u>

**SCHEDULE OF OTHER OFFERINGS & INCOME
For the period August 1 to August 31, 2021**

	MONTH	CURRENT YTD	PRIOR YTD
OTHER OFFERINGS			
Envelopes	3.00	46.00	101.00
Observer	0.00	775.00	310.00
Renovations	0.00	0.00	0.00
Misc. Offerings	0.00	0.00	0.00
Total Other Offerings	3.00	821.00	411.00
OTHER INCOME			
Fund Raising Committee	0.00	0.00	1,000.00
Rent for Use of Church	1,910.00	4,120.00	2,162.00
Turkeyfest Donation	0.00	0.00	0.00
Sponsor a Turkey	0.00	0.00	0.00
Wedding/Funeral Honoraria	0.00	0.00	0.00
Church Fees - Weddings	0.00	0.00	0.00
Administration Income	16,000.00	16,000.00	5.00
Christian Dev Income	0.00	0.00	0.00
Congregational Life Income	0.00	0.00	0.00
Worship Income	0.00	0.00	0.00
Renovation Income	0.00	2,912.45	0.00
Misc. Income	0.00	0.00	2,177.15
Canada Helps-General Fund	0.00	0.00	0.00
Government Grants-General Fund	0.00	0.00	12,066.82
Total Other Income	17,910.00	23,032.45	17,410.97
TOTAL OTHER OFFERINGS & INCOME	17,913.00	23,853.45	17,821.97

**CHOIR FUND (Restricted)
For the period August 1 to August 31, 2021**

	MONTH	CURRENT YTD	PRIOR YTD
Balance - January 1		39,040.05	35,972.80
Receipts	0.00	57.49	195.83
Total cash available	0.00	39,097.54	36,168.63
Disbursements		0.00	0.00
Balance - end of period	0.00	39,097.54	36,168.63

**ST ANDREW'S UNITED CHURCH
MISSION AND SERVICE FUND
For the period August 1 to August 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Receipts for current period	1,119.32	10,008.56	9,082.56
Remittances for current period	0.00	3,486.96	6,496.60
Balance - end of period	<u>1,119.32</u>	<u>6,521.60</u>	<u>2,585.96</u>

**LOAVES AND FISHES FUND
For the period August 1 to August 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Balance - January 1		58,762.38	42,756.42
Receipts	860.00	7,274.69	9,548.38
Total cash available	860.00	66,037.07	52,304.80
L & F disbursements	0.00	10,630.26	6,496.60
Balance - end of period	860.00	55,406.81	45,808.20

**PLANNED GIFTS FUND
For the period August 1 to August 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
<u>PGF - Outreach-Worship-Education</u>			
Balance - January 1		32,456.15	108,441.60
Receipts	0.00	0.00	0.00
Interest received	0.00	47.78	209.32
Total available	0.00	32,503.93	108,650.92
Disbursements	0.00	0.00	440.00
Balance - end of period	0.00	32,503.93	108,210.92
<u>PGF - Building-Capital</u>			
Balance - January 1		0.00	4,923.58
Receipts	0.00	0.00	135,678.00
Interest received	0.00	0.00	272.90
Total available	0.00	0.00	140,874.48
Disbursements	0.00	0.00	7,640.10
Balance - end of period	0.00	0.00	133,234.38
Total PGF - end of period	0.00	32,503.93	241,445.30

**Belfry Restoration
For the period August 1 to August 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Balance - January 1		41,397.74	0.00
Plus: Buttress Offerings	Bldg. Restoration Offerings	140.00	14,208.62
Plus: Other Buttress Revenue	Bldg. Restoration Revenue	0.00	0.00
Less: Buttress Expenses	Bldg. Restoration Expenses	0.00	70,275.81
Balance - end of period		<u>140.00</u>	<u>-14,669.45</u>

Appendix III

M&P Committee Update (September 2021)

Committee members Natalie Wilson and Lu Masson met on Friday, September 17th after a break for summer. We have a couple of things in the works at present:

- information was shared with our office administrator regarding opportunities for reflection and education on Sept 30 (Day of Truth and Reconciliation). We have invited Jan to consider taking part in an education session as part of her shift that day, as it is not a paid holiday;
- evaluations will be coming up (annual review) for the custodial team, and we are working on a format and questions for that conversation;
- our office administrator's six-month evaluation is also on the horizon, and we are reviewing our current evaluation questions to see what we would like to revise;
- Lu is working on trying to fulfill some of the "wishes" our custodial team had with regard to property that haven't been managed as of yet (i.e., the ramp for the mop bucket downstairs)

As we are a small committee, it is challenging some times to get much forward-thinking work done, as we are often managing lots of day to day needs and issues. But we are moving forward with the tasks that we can manage, and hope to continue to support the staff team in whatever way we can. Lillian has been a big help in providing suggestions and support.

Worship – CD Committee Report June 2021

In-person worship: There has been the invitation for people to gather in-person beginning with the first service in August. The number of people attending in person including all those participating in the service is still limited by social distancing requirements. There are relatively few people attending about 30 (capacity is about 50).

On-line worship: Derek continues to record and then edit and post YouTube the Sunday worship service. There is currently conversation about beginning to live stream beginning the Sunday after Thanksgiving. A new volunteer has offered to be technical support to make this happen. There may be additional equipment needed and certainly a stronger internet connection will be needed in the sanctuary. Options for accomplishing these things are being worked on including the possibility of a United Church technology grant.

Choir: Ralph has resumed choir rehearsals on Saturdays and has revamped the choir seating allowing for 5 or 6 persons to be in the choir. More are attending rehearsals and enjoying reconnecting.

Sunday School: Given the challenges of social distancing and unclear mask requirements and current absence of volunteers, the plan is to have a one-time event on Sunday, October 24th during worship. Kim Delarosbel is preparing the invitation for folks to attend. If there is to be a more regularized program, volunteers and staff will need to be recruited.

Fall Schedule:

Sept 26th – Worship Team Leadership with Ralph in the lead – orange shirt Sunday – Lillian off

Oct 3rd – World Communion Sunday – Lillian preaching- partaking elements as part of worship service

Oct 10th – Thanksgiving Sunday – food gifts for Loaves & Fishes collected

Oct 17th – theme: Moving beyond a perspective of privilege (Mark 10:35-45)-

Oct 24th - theme: A Community of Gratitude – stewardship intro- Ralph away, Brenda McLay playing

Oct 31st – All Saints – Rev. Melody Duncanson-Hales – Stewardship- Lillian off - Ralph away, Brenda McLay playing

Nov 7th – Remembrance Sunday

Special service in the afternoon for “Remembering in Love” those we grieve